



SUPPLEMENTAL QUESTIONNAIRE

Planning Program Manager I-II

Name:	Application Filing Deadline: Wednesday, March 29, 2017 @ 5:00 PM
Daytime Telephone:	
Address:	Submit this Supplemental Questionnaire, resume any required documents to: Yuba County Human Resources 915 8 th Street, Suite 113 Marysville, CA 95901

This supplemental questionnaire is an integral part of the selection process. Responses to these questions will be thoroughly evaluated based on the job requirements, in order to determine the most suitably qualified applicants to continue in the next phase of the recruitment and selection process. It is important that responses be as complete and detailed as possible. A resume must be submitted along with this Supplemental Questionnaire by the final filing deadline. Please type responses on a separate sheet of 8 ½ X 11 paper, reference responses to the appropriate questions and attach responses to this cover sheet. Applicants with the most relevant experience will be invited to the next phase of the selection process which may include an application screening, oral interview(s) and a written exercise. **FAILURE TO SUBMIT A RESUME AND THIS SUPPLEMENTAL QUESTIONNAIRE TO YUBA COUNTY HUMAN RESOURCES BY THE FINAL FILING DATE WILL ELIMINATE YOU FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

Using the grids below, evaluate your experience and proficiency in the categories listed. On a separate sheet of paper, please describe your experience or proficiency for the listed categories as well as any other experience that you believe may be relevant for the screening panel to assess your qualifications for the Planning Program Manager position.

Program Experience	No Experience	Entry (<3 years)	Moderate (3-6 years)	Extensive (>6 years)
Project or Contract Planning & Management				
Compliance with Federal and/or State regulations				
Customer Service and Complaint Resolution				
Service Planning, Monitoring and Evaluation				
Marketing and Public Outreach (Oral, Written and/or Electronic)				
Grant Development, Implementation and Coordination				
Monthly, Quarterly and Annual Progress Reporting				
Supervisory and Training Experience				
General Office Operations				
Familiarity with Federal programs such as the ADA; Title VI; and, Drug and Alcohol Testing				
Other Relevant Experience: (Describe)				

- Based on your level of experience to the items listed, please describe your related work experience providing examples of the type of work performed. In your response, include the name of the employer you worked for, title of your position, your role and responsibility, and your level of authority.

Computer/IT Applications Proficiency	No Experience	Beginning	Intermediate	Advanced
Word Processing (Word)				
Spreadsheets (Excel)				
Outlook				
Desktop Publishing				
Adobe Acrobat				
Website Maintenance				
I.T. Troubleshooting				
Other Relevant Experience: (Describe)				

2. Based on your proficiency level indicated to the items listed, please describe your related work experience providing specific examples of the type of work performed. In your response, include the name of the employer you worked for, title of your position, your role and responsibility, and your level of authority.

I attest that all the statements made in this Supplemental Questionnaire are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may make me ineligible to continue in this recruitment. My signature authorizes the County of Yuba and Yuba-Sutter Transit to make any appropriate investigations to verify information.

Signature of Applicant: _____

Date: _____